

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: September 22, 2021

Closing Date: October 1, 2021

CASE PROCESSOR (PAY GRADE 7)

**Criminal Division, Felony Screening Unit
New Castle County**

Job Responsibilities and Duties:

The Delaware Department of Justice seeks a Case Processor to provide administrative support to the Felony Screening Unit, Criminal Division, in New Castle County. The duties associated with the Case Processor position include, but are not limited to, preparing charging documents, preparing restitution letters and other documents for filing with the various courts, accessing and printing documents as needed from both CJIS and JIC, filing, managing several calendars, pulling files associated with those calendars and closing of preliminary hearing and plea files in the case tracking and CJIS systems as well as maintenance of the records of those closings. The position assists with transferring files to trial units and tracking those transfers. The position is also required to rotate with the other administrative staff in the Felony Screening Unit at the intake scheduling desk. Other members of the Case Processing group will also require some assistance from time to time, including closing files, preparing charging documents, and assisting the Supervisor of the CPU. The position requires interaction with the Courts and law enforcement, including but not limited to, scheduling intakes and coordinating the bail reduction and video bail calendars.

Minimum Qualifications:

The candidate must be detail-oriented, able to multi-task, must be well organized and proficient in Microsoft Word Office Suite. The candidate must possess excellent spelling, grammar and proofreading skills.

Please Note: As a condition of employment, all employees must certify that they are fully COVID-19 vaccinated by September 30, 2021; or be required to test for COVID-19 on a weekly basis starting on September 30, 2021. If hired after September 23, 2021, these certifications or requests must be completed during their initial week of employment. This will be in effect until further notice.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, External applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR External applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.